

PERSONAL REFERENCES

003141

Name and Address	Telephone	Business or Profession	Length of Acquaintance
1 Joe Ragni KOL TV 30	436-3030	SALES REP	18 yrs 15
Stan Schukat 3160 Turtle Creek	434-3355	Accountant	6 yrs
3 David Hibbard 722 Forsyth	726-1117	Sales Coordinator	14 yrs
4			

PREVIOUS EMPLOYMENT

Present or Last Employer	Telephone	From	To	Position and Duties
Refer To Resume				
Address				Reason for Leaving
City, State, Zip				Salary
Next Previous Employer		From	To	
Address				Reason for Leaving
City, State, Zip				Salary
Next Previous Employer		From	To	
Address				Reason for Leaving
City, State, Zip				Salary
Next Previous Employer		From	To	
Address				Reason for Leaving
City, State, Zip				Salary

I hereby certify that the statements made in the above employment application are true and complete to the best of my knowledge and I authorize investigation of those statements. I understand that falsification, misrepresentation, or omission of facts will be sufficient cause for elimination of any consideration for employment or cause for dismissal from the Synod if I have been employed.

The Synod has the right, exercisable at any time, and without notice, to change wages, non-accrued benefits, and policies as well as to terminate, with or without cause, the employment relationship. I understand that no manager or representative of The Lutheran Church—Missouri Synod, other than the Personnel Committee of the Synod, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I understand that all employees of the Synod are expected to respect the official doctrines of the Synod and to pursue lifestyles that are morally in harmony with its teachings.

I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above as conditions of employment.

Signature

Date

INTERVIEWERS COMMENTS

NOTE All applications for employment will be kept in the active file for two months.

THOMAS SPAETH KOON
7272 Forsyth
St. Louis, Missouri 63105
(314) 726-1117

U33144

7

(16)

JOB OBJECTIVE:

An entry level position in broadcasting sales.

EDUCATION:

1985-86	Texas Christian University, Ft. Worth, Texas B.F.A. Speech Communications
1982-85	University of Missouri, St. Louis
Fall 1981	Southeast Missouri State University
1977-81	Clayton High School

COLLEGE COURSES INCLUDED:

Promotion, Publicity and Advertising in Broadcasting;
Business and Creative Writing; Advertising Principles;
Principles of Economics.

WORK EXPERIENCE:

Dec 87-Present	KRJY Radio Traffic and Billing Assistant; presently in training for Sales Representative; active in Merchandising projects.
Oct 87-Dec 87	Internship KRJY Radio, formerly KADI. Familiar with many aspects of Sales, Traffic Billing, Production and Continuity.
June 86-Dec 86	Rocky's Coney Island Restaurant, Ft. Worth, Waiter.
Aug 85-May 86	Bennigan's Restaurant, Ft. Worth, Waiter.
Jan 82-Jan 84	Straub's Grocery Store, St. Louis, Courtesy Clerk.
Summer 78-81	City of Clayton Public Works, Clayton, MO

EXTRACURRICULAR ACTIVITIES AND INTERESTS:

College and Present:	Golf, Tennis, and Running. Marshalling Committee V.P. Fair 1987
Clayton High School:	Captain, Cross Country Team, All District; Treasurer, Letterman's Club.

NEW EMPLOYEE DATA SUMMARY

The Lutheran Church—Missouri Synod
International Center

002759⁷

(17)

Ms. Mr.
Mrs. Dr.
Miss Rev.

NAME:

Judith Kay McMurtry

DATE EMPLOYED: 2-23-87

PRESENT
ADDRESS:

1407 A Wonderset Manor Ct
Street

Pastor ☐
Teacher ☐
LayWorker ☒

Manchester MO 63021
City State Zip

MARITAL STATUS: Divorced

PHONE: (314) 225-0754

NATIONAL ORIGIN: United States

DATE OF BIRTH: 9-13-41

SOCIAL SECURITY #: 270-38-4223

IN CASE OF EMERGENCY, NOTIFY:

NAME: Vera Shoemaker
(Evelyn Abele)

RELATIONSHIP: Mother
(Friend) (314) 966-5429

ADDRESS: 7279 Berwood Dr
Street

PHONE: (513) 561-7055
(home)

Cincinnati, O 45243
City State Zip

PHONE: ()
(work or other)

Was immediate previous employment with a LCMS college, district, seminary, KFUD, CHI, or
CPH? _____ Where? _____ Dates _____

Do you have any relatives working here? _____ Who? _____

Signature: Judith Kay McMurtry Date: Feb 23 1987

Present year PPL 28 hrs, Ill 40 hrs; next year Vacation 12.5 days. ?
----- Sales

(Personnel)

Hourly Rate \$ _____ Monthly Salary \$ 800.00 Part-time _____ % Part-time \$ _____
11 Code _____ Race Code W Exempt ☒ /Non-Exempt _____ Cost Center _____

NEW EMPLOYEE DATA SUMMARY

The Lutheran Church--Missouri Synod
International Center

NAME: Carolyn M. Miller DATE EMPLOYED: May 15, 1989
PRESENT ADDRESS: 4454 Lindell Ave Pastor _____
Street Teacher _____
Lay Worker _____
St. Louis, Mo 63108 MARITAL STATUS: Single
City State Zip
PHONE: (314) 652-9011 NATIONAL ORIGIN: USA
DATE OF BIRTH: 9/9/64 SOCIAL SECURITY #: 497-54-5008

IN CASE OF EMERGENCY, NOTIFY:

NAME: Winston M. Miller RELATIONSHIP: Father
ADDRESS: 4454 Lindell PHONE: (314) 652-9011
Street (home)
St. Louis, Mo 63108 PHONE: (314) 997-7325
City State Zip (work or other)

Please list any previous full time employment at a LCMS district, college, seminary, CHI, CPH, KFUO, school, parish, etc.

Where? _____ Dates: _____
_____ Dates: _____
_____ Dates: _____

Citizenship Verification _____

As a commissioned employee, I understand that I am not eligible for paid vacation time, sick leave or personal paid leave. I also understand that after a satisfactory review period (within the first three months of my employment), The Lutheran Church--Missouri Synod will extend to me the privilege of enrolling in the employer-sponsored and funded health care and retirement programs.

Signed: Carolyn M. Miller Date: May 15, 1989

033201

719

NEW EMPLOYEE DATA SUMMARY
The Lutheran Church--Missouri Synod
International Center

NAME: Ms. Mr.
Mrs. Dr. Laridad M Perez DATE EMPLOYED: 3-7-88
Miss Rev.

PRESENT ADDRESS: 1655 SUMMIT REX DRIVE UNIT 24
Street
FLORISSANT MO 63033
City State Zip

Pastor ☐
Teacher ☐
LayWorker ☐

MARITAL STATUS: MARRIED

PHONE: (314) 838-9632 NATIONAL ORIGIN: AMERICAN

DATE OF BIRTH: 2-1-64 SOCIAL SECURITY #: 266-65-6510

IN CASE OF EMERGENCY, NOTIFY:

NAME: Jorge L Perez RELATIONSHIP: husband

ADDRESS: SAME AS ABOVE PHONE: (314) 838-9632
Street (home)

City State Zip PHONE: (314) 233-4692
(work or other)

Was immediate previous employment with a LCMS college, district, seminary, KFUD, CHI, or CPH? NO Where? N/A Dates N/A

Do you have any relatives working here? NO Who? N/A

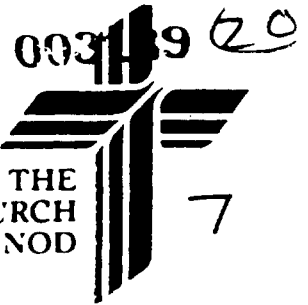
Signature: Laridad M Perez Date: 3-7-88

Present year PPL _____ hrs, Ill _____ hrs; next year Vacation _____ days.

Citizenship Verification _____

As a commissioned employee, I understand that I am not eligible for paid vacation time, sick leave or personal paid leave. I also understand that after a satisfactory review period (within the first three months of my employment), The Lutheran Church--Missouri Synod will extend to me the privilege of enrolling in the employee-sponsored and funded health care and retirement programs.

Signed: Laridad M Perez Date: 3-7-88



APPLICATION FOR EMPLOYMENT

The Lutheran Church—Missouri Synod consists of over 6,000 congregations in the United States, united to do mission and ministry more effectively and on a worldwide scale in 30 countries. Founded in 1847, it ranks second among Lutheran religious groups and is the sixth largest religious body in North America. Total membership is 2.7 million. Headquarters are located in St. Louis with 38 District offices located throughout the United States and Canada.

THE LUTHERAN CHURCH
MISSOURI SYNOD

PERSONAL DATA

Date 3-7-83

Name: Last PEREZ First CARIDAD Middle MARIA Social Security No 266-65-6510

Street 1655 SUMMER RUN DRIVE UNIT 24 Telephone (314) 838-9632

City FLORISSANT State MO Zip 63033 Are you 18 years or older YES

Position Desired ACCOUNT EXECUTIVE Parttime/Fulltime FULLTIME Date Available 3-7-83

Do you have any relatives employed by the Synod NO If yes, who N/A

Religious Affiliation Roman Catholic Name & address of congregation LADY OF FATIMA (FLORISSANT) Pastor N/A

Have you ever been convicted of a felony? NO If yes, explain N/A

EDUCATION

Name of School	Major Course of study	Highest Grade Completed	Did you Graduate?	Degree
St. BRENDAN	REQUIRED	12th	YES	HS
DALE CARNEGIE	SALES COURSE	N/A	YES	N/A
UNIVERSITY OF FLORIDA	1955	4th	YES	BS
Graduate School*	NO			

List any Academic Honors: N/A

Additional Education or Training*: NO

*Date required for verification

SKILLS

Typing speed words per minute 55 WPM Can you transcribe machine dictation? NEVER TRIED

Describe your Word Processing experience little

Describe your data entry (CRT) experience N/A

Other business machines you can operate my standard office machines

Do you fluently speak any foreign languages? SPANISH

Describe other skills

PERSONAL REFERENCES

Name and Address	Telephone	Business or Profession	Length of Acquaintance
1 Thomas R. Spier 801 BUCKEY AVE SUITE 1901	(305) 374-7700	Attorney	5 Years
Barbara Salvin	(305) 251-5770	Adult. Educ.	1 Year
3			
4			

PREVIOUS EMPLOYMENT

Present or Last Employer	Telephone	From	To	Position and Duties
SEE RESUME				
Address				Reason for Leaving
City, State, Zip				Salary
Next Previous Employer		From	To	
Address				Reason for Leaving
City, State, Zip				Salary
Next Previous Employer		From	To	
Address				Reason for Leaving
City, State, Zip				Salary
Next Previous Employer		From	To	
Address				Reason for Leaving
City, State, Zip				Salary

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I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above as conditions of employment.

Signature Carroll H. Percy Date 3-7-88

INTERVIEWERS COMMENTS

NOTE All applications for employment will be kept in the active file for two months.

003106 7

NEW EMPLOYEE DATA SUMMARY

The Lutheran Church--Missouri Synod
International Center

(22)

NAME: Ms. Mr.
Mrs. Dr. Miss Rev. ROBERT B THOMPSON DATE EMPLOYED: 10/24/88

PRESENT ADDRESS: P.O. Box 65 Pastor _____
Street Teacher _____
LayWorker _____

Pilot Knob Missouri 63663 MARITAL STATUS: MARRIED
City State Zip

PHONE: (314) 546-2831 NATIONAL ORIGIN: U.S.

DATE OF BIRTH: 3/6/47 SOCIAL SECURITY #: 498-48-2216

IN CASE OF EMERGENCY, NOTIFY:

NAME: SUSAN M. THOMPSON RELATIONSHIP: Wife

ADDRESS: P.O. Box 65 PHONE: (314) 546-2831
Street (home)

Pilot Knob Mo. 63663 PHONE: (314) 546-7713
City State Zip (work or other)

Was immediate previous employment with a LCMS college, district, seminary, KFUO, CHI, or CPH? NO Where? _____ Dates _____

Do you have any relatives working here? NO Who? _____

Signature: Robert B Thompson Date: 10/24/88

Present year PPL _____ hrs, Ill _____ hrs; next year Vacation _____ days.

Citizenship Verification ✓

As a commissioned employee, I understand that I am not eligible for paid vacation time, sick leave or personal paid leave. I also understand that after a satisfactory review period (within the first three months of my employment), The Lutheran Church--Missouri Synod will extend to me the privilege of enrolling in the employee-sponsored and funded health care and retirement programs.

Signed: Robert B Thompson Date: 10/24/88

003489

NEW EMPLOYEE DATA SUMMARY

The Lutheran Church--Missouri Synod
International Center7
23

NAME: Glynelle Wells DATE EMPLOYED: 3/20/89
PRESENT ADDRESS: 1819 First Capitol #33 Pastor _____
Street Teacher _____
Lay Worker X
St. Charles MO 63301 MARITAL STATUS: Single
City State Zip

PHONE: (314) 946-1194 NATIONAL ORIGIN: U.S. citizen
DATE OF BIRTH: 11/11/56 SOCIAL SECURITY #: 492-68-0344

IN CASE OF EMERGENCY, NOTIFY:

NAME: Richard + Helen Schoenborn RELATIONSHIP: parents
ADDRESS: 1845 Curtis Ct. PHONE: (314) 838-6713
Street (home)
Florissant MO 63031 PHONE: ()
ty State Zip (work or other)

Please list any previous full time employment at a LCMS district, college, seminary, CHI, CPH, KFUD, school, parish, etc.

Where? _____ Dates: _____
_____ Dates: _____
_____ Dates: _____

Citizenship Verification _____

As a commissioned employee, I understand that I am not eligible for paid vacation time, sick leave or personal paid leave. I also understand that after a satisfactory review period (within the first three months of my employment), The Lutheran Church--Missouri Synod will extend to me the privilege of enrolling in the employer-sponsored and funded health care and retirement programs.

Signed: Glynelle L Wells Date: 3/20/89

003490

24



KFUO 850 AM 99.1 FM
lutheran radio
85 FOLINDERS LANE ST LOUIS MO 63105

MEMO

1014 125-3030

DATE: 2/16/90
TO: FM STAFF
FROM: BOB
RE: NEW POSITION

AFTER CAREFUL THOUGHT AND CONSIDERATION, I HAVE
DECIDED TO MAKE GLYNELLE WELLS THE LOCAL SALES
MANAGER. GLYNELLE HAS SHOWN OVER THE PAST SEVERAL
MONTHS, LEADERSHIP QUALITIES AND CONCERN OVER THE
IMPROVEMENT OF CLASSIC 99. BOTH FROM A SALES AND
PERSONAL STANDPOINT. LET'S GIVE HER OUR FULL SUPPORT
AND CONGRATULATIONS!
GLYNELLE WILL ASSUME HER NEW POSITION EFFECTIVE
MARCH FIRST.

Glynelle L. Wells

1819 First Capitol Drive
St. Charles, MO 63301
(314) 946-1194

**Professional
Experience**

Gateway Radio Partners, WKKX-FM Radio, St. Louis, MO
Account Manager, November 1988 - Present

- Coordinate and manage advertising campaigns for clients
- Establish monthly, quarterly and annual sales goals
- Develop direct business within budget limitations

Lindenwood College, KCLC-FM Radio, St. Charles, MO
Marketing Director, April 1987 - November 1988

- Procured underwriting support for public radio programming
- Managed group of 10-15 students for special projects
- Produced several fund-raising concert events with nationally-known artists
- Planned and implemented several on-air fund-raising drives

The Nashville Network, Nashville, TN
Features Reporter, May - September 1986

- Directed, wrote and produced short video features for programs on TNN
- Subject matter for the 2-15 minute features included artist profiles, music events and human interest stories
- Aired on national television

Education

Lindenwood College, St. Charles, MO
Bachelor of Arts Degree in Communication, December 1986

- Graduated Cum Laude
- Member of Who's Who in American Colleges and Universities
- Member of AERho, the national broadcasting society
- Concentration of coursework in music history, theory and performance, including private voice work on classical pieces
- Selected to perform in traveling choir ensemble representing college

Affiliations

Advertising Club of St. Louis
Local Motivation Committee for Sold on St. Louis Campaign
American Women in Radio and Television
St. Louis Radio Association

Interests

Attend symphony concerts and theatre productions
Sing in church choir
Enjoy outdoor activities such as bicycle riding and hiking

003480

(26)

NEW EMPLOYEE DATA SUMMARY

The Lutheran Church--Missouri Synod
International Center

NAME: FRANKLIN A. Wood DATE EMPLOYED: 6/19/89

PRESENT ADDRESS: 1975 KARLIN Drive Pastor _____
Street Teacher _____
Lay Worker ✓

TOWN and COUNTRY, MO. 63131 MARITAL STATUS: single
City State Zip

PHONE: (314) 966-0552 NATIONAL ORIGIN: _____

DATE OF BIRTH: 8/14/64 SOCIAL SECURITY #: 493-72-5032

IN CASE OF EMERGENCY, NOTIFY:

NAME: PATRICIA A. Wood RELATIONSHIP: MOTHER

ADDRESS: 1975 KARLIN Drive PHONE: (314) 966-0552
Street (home)

TOWN + COUNTRY MO. 63131 PHONE: ()
City State Zip (work or other)

Please list any previous full time employment at a LCMS district, college, seminary, CHI, CPH, KFUO, school, parish, etc.

Where? _____ Dates: _____
_____ Dates: _____
_____ Dates: _____

Citizenship Verification _____

As a commissioned employee, I understand that I am not eligible for paid vacation time, sick leave or personal paid leave. I also understand that after a satisfactory review period (within the first three months of my employment), The Lutheran Church--Missouri Synod will extend to me the privilege of enrolling in the employer-sponsored and funded health care and retirement programs.

Signed: Franklin A. Wood Date: 6/19/89

NAACP EXHIBIT 33

Federal Communications Commission	
Docket No. <u>94-10</u>	Exhibit No. <u>33</u>
Presented by <u>NAACP</u>	
Disposition	Identified <u>6/21</u>
	Received <u>6/22</u>
	Rejected _____
Reporter <u>BARBARA WARD</u>	
Date <u>6/21/94</u>	

1,2,6 (1)

002736

STATEMENT OF UNDERSTANDING
OPERATING PROCEDURES FOR KFUD AND KFUD-FM

Proposed by Standing Committee on Broadcast
October, 1986

Approved by the Board for Communication Services
October, 1986

STATEMENT OF UNDERSTANDING:

OPERATING PROCEDURES FOR KFUD AND KFUD-FM

In keeping with the action of The Lutheran Church--Missouri Synod in convention (1986, Resolution 1-12C) and subsequent bylaw changes, KFUD and KFUD-FM as broadcast facilities owned by the LCMS are part of the Board for Communication Services.

The new bylaws governing the BCS call for it to "manage and operate the business and affairs" of KFUD through its Standing Committee on Broadcast. The following is a statement of understanding concerning the roles of the BCS and the Standing Committee on Broadcast in the operation of KFUD.

I. General Assumptions

- A. That KFUD and KFUD-FM, as part of the mission and ministry of the LCMS, are dedicated to the cause of the Gospel of Jesus Christ and service in His name.
- B. The approved Operating Policies of the Synod apply to KFUD.
- C. The personnel policies and procedures of the Synod apply to the BCS staff employed at KFUD.
- D. The overall responsibility for, and supervision of, KFUD in all areas of its operation resides with the BCS.
- E. The chief staff executive of KFUD is the Executive Director of the BCS.
- F. This Statement of Understanding is effective upon approval by the BCS. It is subject to review by the Board of Directors of the Synod and it is subject to revision from time to time as necessary.

II. Responsibilities Delegated to the Standing Committee

002738

3

The BCS delegates ongoing responsibility to the Standing Committee for the following: (It is understood that much of its responsibility is carried out through staff.)

Policy-making

- A. As required, formulating broad procedural and programmatic policies affecting KFUD and its staff.

Staffing

- B. Formulating staff organizational structure proposals and suggesting appropriate changes as necessary.
- C. Formulating position descriptions for all BCS staff employed at KFUD and periodically reviewing approved descriptions.
- D. Participating with the BCS in selecting the Director of Broadcast/General Manager, KFUD Radio.
- E. With the approval of the BCS, employing (and/or terminating) all manager-level personnel.
- F. Within budget guidelines, employing (and/or terminating) all support-level personnel.

Supervisory

- G. Participating with the Executive Director of the BCS in the supervision and the performance evaluation of the Director of Broadcast/General Manager KFUD radio.
- H. Supervising the daily operation and affairs of KFUD in keeping with this Statement of Understanding.
- I. Maintaining compliance with all appropriate synodical policies governing KFUD and BCS staff employed at KFUD.
- J. Monitoring and maintaining compliance with all government regulations related to KFUD.
- K. Complying with all procedures necessary for the maintenance and renewal of broadcast licenses.
- L. Providing for programming and technical supervision to ensure quality of sound and conformity with the theological position of the LCMS.
- M. Maintaining and protecting KFUD's physical plant (including on-site and remote facilities) to ensure efficiency and effectiveness in the operation and to ensure an environment that lends itself to a beneficial quality of life for employees.

Financial

- N. Formulating operating and capitol budget proposals.
- O. Monitoring and maintaining conformance with approved operating and capitol budgets.
- P. Monitoring and maintaining compliance with all established financial accounting and reporting procedures.
- Q. Within budget guidelines, approving routine contracts.
- R. Providing for appropriate and adequate development and public relations activities to provide sufficient financial resources for KFUD-AM and its extension ministries.
- S. Generating advertising revenues for KFUD-FM sufficient to maintain the FM operation and to provide an increasing amount of surplus revenues.

Other

- T. Organizing itself (with officers, meetings schedules, etc.) for efficient and effective functioning as the Standing Committee on Broadcast.
- U. Providing regular reports and recommendations to the BCS (on a schedule to coincide with BCS meetings).
- V. Proposing ways of expanding and enhancing radio ministry within the Synod.
- W. Providing for ongoing evaluation of KFUD's efforts through formal and informal research.
- X. Ensuring that appropriate and adequate liaison is maintained with Concordia Seminary.
- Y. Maintaining a positive public image for KFUD.
- Z. Assuming other responsibilities as may be delegated by the BCS.

III. Responsibilities of the BCS

The BCS will retain ongoing responsibility for the following:

- A. Approving broad operating, procedural and programmatic policies affecting KFUD and its staff.
- B. Approving operating and capital budget proposals for submission through the Council of Administrators to the Board of Directors.
- C. Approving the staff organizational structure for KFUD.
- D. Approving all positions descriptions for BCS staff employed at KFUD.
- E. Employing the Director of Broadcast/General Manager, KFUD Radio.
- F. Approving the employment (and/or termination) of all manager-level personnel at KFUD.
- G. Approving, for submission to the Board of Directors, those contracts subject to Board of Directors approval.
- H. Approving official reports and recommendations to the Synod in convention.
- I. Through its Executive Director, monitoring the ongoing operation and affairs of KFUD.

IV. Responsibilities Shared by the BCS and the Standing Committee

The following responsibilities are understood to be shared:

- A. To the greatest extent possible, integrating the work of KFUO into the overall communications efforts of the Synod.
- B. Researching needs in the Church and in the community to which KFUO may respond and exploring means of expanding and enhancing the service and outreach of KFUO.
- C. Providing for long range planning and goal setting for the work of KFUO.
- D. Representing KFUO and its interests to its various Synod and community publics.

NAACP EXHIBIT 34

Federal Communications Commission	
Docket No.	<u>94-10</u> Exhibit No. <u>34</u>
Presented by	<u>NAACP</u>
Disposition	Identified <u>6/21</u>
	Received <u>6/22</u>
	Rejected _____
Reporter	<u>BARBARA LORD</u>
Date	<u>6/21/77</u>

KFUO RADIO PERSONNEL POLICIES

SUBJECT: Employment and Promotion Date 7-1-82

Number 112

POLICY

002375

- 1.0 All employment and promotion activities shall be conducted within the terms and spirit of equal opportunity employment programs.
- 1.2 Applicants for employment must complete the Station's application form. An authorized representative will interview the applicant and, when appropriate, check references.
- 1.4 An applicant selected for employment shall be issued a letter confirming the appointment and giving pertinent details such as position title, position guide, salary, effective date and any special conditions of employment. The confirmation letter shall be signed by the General Manager.
- 1.6 When openings occur on the Staff, such openings shall be posted for a period of ten (10) days for the information of all current employees. In filling the opening first consideration shall be given to present employees prior to considering applicants from outside.

PROCEDURES

- 2.0 Basic personnel practices will be discussed with the prospective employee during the interview process. After employment is confirmed, new employees shall be given a copy of Personnel Policies and explanatory booklets on Employee Benefits.
- 2.2 In order to place a new employee on the payroll the Supervisor of the employee involved is to prepare an "Employment Authorization" form for submission to the General Manager for signature and processing.

SUBJECT: Position Guides

Date 7-1-82

Number 148

POLICY

002385

- 1.0 A detailed Position Guide shall be prepared and maintained for each position in the Station organization. The Guide shall set forth the prime responsibilities of the position along with the typical functions in sufficient detail to adequately describe the position for purposes of employment, training, daily routine as well as for rating purposes.
- 1.2 Each Supervisor is to be supplied with copies of all Position Guides so that he may become familiar with the responsibilities of other departments as well as his own.
- 1.4 A copy of the appropriate Position Guide is to be given to each new employee upon employment and is to be used with that employee when performance is being evaluated.
- 1.6 It is the responsibility of Supervisors, and employees, to assure that Position Guides are kept current at all times.

PROCEDURES

- 2.0 Suggested changes in Position Guides should be prepared in writing by Supervisors and submitted to the General Manager for approval.

